

Lewisham Islamic Centre's EID UL FITR IN THE PARK 2023
STALL APPLICATION FORM

Application closing date: *the last Maghrib Jammah prayer on Monday 19th June 2023*

Email or post the application form to Events@lewishamislamiccentre.com

Lewisham Islamic Centre: 363 – 365 Lewisham High Street. SE13 6NZ

YOUR NAME: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

TELEPHONE NUMBER: _____

MOBILE NUMBER: _____

EMAIL ADDRESS: _____

<u>PUBLIC LIABILITY INSURER</u>	<u>NUMBER:</u>	<u>COVERAGE:</u>

ANY SPECIAL REQUIREMENTS (e.g. one of your staff is disabled): _____

VEHICLE REGISTRATION(s): _____

Photocopies of Public liability Insurance and Food Hygiene certificates MUST be EMAILED OR ATTACHED with your application form

Site Size required	QTY	Price per stall	Total

DESCRIPTION OF STALL: _____

By signing below, I confirm that I have read and agree with the Disclaimer, the GDPR above, the 'Guidance for Stall owners' on the following pages, and will follow these rules (along with any updates) on the day of the event.

Sign: _____ Date: _____

Please return your completed form in a sealed envelope (along with your payment and documents) to Lewisham Islamic Centre, 363-365 Lewisham High Street, Lewisham, London SE13 6NZ, or email to imran@lewishamislamiccentre.com. The deadline for application is 22nd March and documentation is 22nd March.

Please note that if your application is approved, you will be notified by email. You will then be asked to provide the following within two weeks of the confirmation email:

- Public Liability Insurance
- Food Hygiene Certification
- HMRC Halal Certification
- Menu and prices
- Any additional documentation required

PLEASE READ TERMS AND CONDITIONS ON NEXT PAGE, ENSURE YOU HAVE ALL THE RELEVANT DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION

DO NOT COMPLETE. FOR ADMINISTRATIVE PURPOSES ONLY

Date received: ___/___/___ Payment included with form? Yes / No

Payment amount: £_____ Type: Cash / Cheque/ Bank transfer

GUIDANCE & RULES FOR STALL OWNERS

These rules are based on national Health & Safety laws, and will make your experience as a stall owner at Eid in the Park safe, enjoyable and profitable in sha'Allah.

If you know you cannot fulfill the requirements, please do not apply.

If you do not fulfill the requirements on the day, you will not be invited to host a stall at Eid in the Park again.

If you need help fulfilling these requirements, we will be happy to help you so long as you tell us before the application deadline.

If you sell un-Islamic products at our events, you will never be invited again.

> Time & Place

- The venue is **Mountsfield Park, SE6 1AN.**

- We **estimate** this year's Eid Al Adha to be on **Thursday 29th June 2023.** This is an estimate; stall owners will get a confirmation text closer to the day.

- Stall allocation is on a first come first served basis. It is the stallholder's responsibility to ensure their stall (including other attachments) fit on the site applied for and allocated to them.

- **Stall owners must attend the 7am Eid prayers** in Lewisham Islamic Centre. This ensures that your stall is not left unattended. LIC cannot accept liability for unattended stalls. For exceptional circumstances, you must inform us when making the application.

- No stall should arrive before 8 am due to Security and logistics as the LIC will not be present, Failure to follow these rules will result in being Black listed on our database.

> Timing for Loading and Unloading

- Arrive at the venue at **8.00 am.** You will have 1 hour to set up and remove your vehicles by 9.00 am

- Stall owners **must shut** their stall **by 5.00 pm with Stewards closing queues shortly before this time**

- **Lewisham Islamic Centre will now take a Late Leavers deposit of £95 for any stalls that don't leave after 6:15 PM**

- Food stalls would be placed in their own area, and have shown to always attract high footfall. **Non-food stalls would be located closer to the fairground, to take advantage of the existent footfall.**

- We will show you your stall allocation on the day; therefore please do not request a location for your stall on the day as this will not be changed.

- There will be more than one of the same stall owner selling the same items on the day (this includes both food and non-food stalls).

> Vehicles

- **Latecomers will not be allowed to drive into the park.**

- You must tell us your vehicle registration number. **Drivers must bring a photo ID** with them.

- There is parking for stall owners **but spaces are limited.** Vehicles must be **parked in the designated area** by 9 am - they cannot be parked anywhere else, such as next to the stall. **Once the prayers have started, vehicles will not be allowed to be moved.**

- Vehicles travel at 5mph in the park with hazard lights on.

- Please make sure your vehicles are on time to pack up as Late Leavers will be considered to not be invited to future events.

> Use of the stall

Stallholders must only use and occupy the stall for the retail sale of products as described by the stallholder on page 1. Other stallholders may be permitted to conduct a similar/same business at the

event. All goods and merchandise offered for sale or sold by stallholders must comply with relevant safety and compliance standards.

> Payment

As a booking fee, you must pay the amount listed below as appropriate to the site and electricity, if required, for the right to use the site. The booking fee must be paid in advance, and as sites are limited bookings will not be confirmed without receipt of funds and a current Certificate of Public Liability Insurance.

The early bird offers ends on 1st June

- **Non-food** stalls (clothes, perfume, jewellery, etc.) are **£100** each. **EARLY BIRD £80**
- **'Baked/snack food'** stalls (cakes, biscuits, sweets, crisps, etc.) are **£175** each. **EARLY BIRD £140**
- **'Hot food'** stalls (barbecues, burgers etc), **ice cream trucks and etc. are £250** each. **EARLY BIRD £200**

Please do not pay the Early bird offer if the date has passed.

- All Stall will need to pay a £95 Late leavers deposit on top of their fee for their stall (All stalls need to arrive at 8 am and leave by 6:15 pm, if you haven't left the premises by then you will not receive your refund deposit if £95)

- LIC cannot be held responsible for poor sales on the day. Refunds and discounts will NOT be given.
- Return this form and your payment to Lewisham Islamic Centre in a sealed envelope with your name, number, and "Eid ul Fitr in the Park 2023" written clearly on it.

- **Cheques** to be made payable to **Lewisham Islamic Centre**

Address: 363-365 Lewisham High Street, Lewisham, London, SE13 6NZ

- Cheque payment/transfer **must be cleared or received by LIC no later than Monday 21st June.**

- Payment **must** be given before the event day by cash, cheque or transfer (cheque & transfer must be received by LIC and **failure to do so means not getting a stall space.**

- **For Money Transfer** please use as reference your **"Business Name (or Name) + EidulFitr23**

Bank Name: HSBC

Account Name: Lewisham Islamic Centre

Sort Code: 40-04-15

Account Number: 72277719

> Equipment

- The event does not provide any furniture or stall weather protection; Stall owners must bring in their own tables, chairs, gazebos etc.
- If possible, let us know the approximate width of your pitch
- **No cash floats will be provided by LIC**

> Health & Safety

- Difficulties could arise for any reason. Stall owners are reminded to react with the best of Islamic and morally acceptable manners.

- **Generator owners** must ONLY use diesel (**NO petrol generators** allowed); all power cables must be covered; generators must be surrounded by fencing; a CO2 fire extinguisher must be near every generator; generators must have a RCCB (Residual Current Circuit Breaker) built in. Failure to comply will mean turning the generator off.

- Stallholders must conduct themselves in a proper, polite and orderly manner at all times and keep noise to a minimum. Stalls must be kept in a clean and tidy condition and remove all rubbish from site.

> Weather

- Lewisham Islamic Centre will not be responsible for trade affected by weather conditions. LIC will not bear any responsibility for application refunds for cancellation either by stall holders or the LIC.

> Further rules & requirements for Face Painting and Henna stalls

- You will need to be covered by your own Public Liability Insurance (**no later than Monday 21st June**).
- The paint needs to be non-allergenic and water-based.
- Customers receive information on when & how to remove paint.

> Further rules & requirements for Food stalls

- **All food stall owners** (including snacks) must give a copy of their Food Hygiene certificate, Public Liability insurance, halal certificate (if selling meat or non-vegetarian products) with **HMRC specification**, and menu & prices with their application form **no later than Monday 21st June**.
- **All food stall owners** (including snacks) must have been registered with their local food health authority for at least one year.
- There must be clear signs about allergen ingredients; customers should be able to see a list of these allergen ingredients.
- Food handlers must be trained up to Level 2 in Food Safety, and the overall operator qualified up to Level 3.
- All food businesses must be rated at least Level 3 on the Food Hygiene Rating Scheme.
- **Uncooked/precooked food** must stay in cold storage before cooking, to avoid food poisoning.
- **The cooking area** needs to be constructed stably, with closed tops & sides made of flame-retardant materials.
- We will provide bins for solid cold waste (wrappers, bones, etc) but **not** fluids, fats, charcoal, etc. Those must be contained & taken away by stall owners.
- **If using gas** canisters, let us know. Stall owners need to be familiar with 'Guidance for the Installation of LPG and LPG Fired Equipment in Tented Structures, Stalls and Gazebos' <https://www.ncass.org.uk/uploads/Marqueese.pdf> ; 'Guidance for the Installation of LPG and LPG Fired Equipment in Catering Trailers, Converted Vehicles, Portable Kitchens, Carts, Trolleys and Bikes' <https://www.ncass.org.uk/uploads/Trailers.pdf>. Prove a gas safety check was done on equipments by a Gas Safe engineer.
- You must have a First Aid kit in your stall space.
- If you will be cooking on gas or electric equipment, **bring the appropriate fire extinguisher**.

If you need any help with any of these requirements, please contact us via imran@lewishamislamiccentre.com

Submitting the form

1. By submitting this application you acknowledge that you hold a Public Liability Insurance if you hold a food, snack, or henna/face painting stalls
2. This application acknowledges that LIC is indemnified against all claims arising from damage/injury to goods or persons
3. Payment must accompany this application form.

I/WE AGREE TO THE ABOVE TERMS AND CONDITIONS AND HAVE ATTACHED A COPY OF OUR P/LIABILITY INSURANCE

Name:

Signed:

Date:

